



Position Announcement January 2024

Position:	Transportation Services Driver
Position Status:	Part-time
Application Deadline:	Open Until Filled
Primary Work Location:	To be determined
Work Schedule:	up to 29 hrs per week / 12 calendar months per year

A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may be following review; the position may close at any time following January 12, 2024 based on candidate(s) selection.

Position Summary:

Responsible for providing safe and timely transportation services, locally and/or to distant points, for CGTC designated students and/or employees for scheduled events utilizing College-owned automobiles, vans and and/or passenger bus. Travel will include local area travel, travel within the state of Georgia, out-of-state travel as needed and will require overnight travel stay(s) as needed. Travel, to include overnight stay(s) may be required during the Monday through Friday work week or Saturday/Sunday. Responsible for the cleanliness and maintenance of vehicles. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. This position will require a flexible schedule in order to meet the needs of the department; travel within the college's service area, travel within the state of Georgia and travel outside the state of Georgia, to include overnight travel, as associated with the position.

Major responsibilities may include, but are not limited to the following:

- Operates a motor vehicle to safely and timely transport passengers from one destination to another;
- Plans routes and departure/travel times; checks for traffic delays and plans accordingly
- Reports all accidents, incidents, and/or breakdowns involving vehicle(s) while in use; makes arrangements for vehicle towing and/or alternate transportation if needed
- Performs and/or assists with the preventative maintenance of the vehicle(s). Checks fuel, oil, battery, etc. to ensure continued operations
- Maintains cleanliness of vehicle(s)
- Records a variety of required data on appropriate forms (i.e. mileage, fuel consumption, passenger information, maintenance and repair needs, etc.
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

Competencies:

- Ability to operate vehicles carefully and competently, following traffic laws
- Ability to read/follow maps, road signs and directions
- Ability to recognize defects in the equipment that impacts safety
- Ability to operate two-way radio and/or cellular telephone
- Ability to perform pre-trip vehicle safety inspection

Minimum Qualifications: *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

For operating a CGTC vehicle designed to transport 15 occupants or less, including the driver:

- A valid, appropriate class Driver license with passenger endorsement issued by the Ga Department of Driver Services

For operating CGTC vehicles designed to transport 16 or more occupants, including the driver:

- A valid, appropriate class Commercial Driver license with passenger endorsement issued by the Ga Department of Drivers Services

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented experience providing transportation services

Projected Work Hours/Location:

The College is seeking to fill part-time positions. Part-time positions are eligible to work up to 29 hours per week, based on need. Position will be assigned to the Macon campus or Warner Robins campus and will require a flexible schedule to include day/evening or weekend hours to meet the needs of the department as well as travel as needed to additional college locations and additional travel as well.

Salary / Benefits:

Gross hourly wage of \$15.00. Part-time positions do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Part-time positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC election application in the CGTC application portal. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
3. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
4. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.